

# NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

## Bureau of Human Resources

### Electronic Application for Employment (PD1)

In an effort to make more services available electronically, the New Hampshire Department of Transportation, Human Resources Office offers a downloadable version of the State of New Hampshire "Application for Employment" that is required when you apply for employment. This can be completed, viewed, edited, saved and printed using your computer.

***NOTE: The format of the New Hampshire Application for Employment MUST NOT be altered in any way. We will not accept applications that do not meet the exact specifications of the "original" paper version of the Application for Employment. Every page on the application you submit MUST look exactly like the original application you would get from NHDOT Human Resources office or the Division of Personnel. (You can submit your printed application on white paper)***

### The Purpose Of The Electronic Application

The purpose of the electronic application is to give NHDOT employees the opportunity to edit, save and submit an application using their computer. This will save the employees time and effort when submitting multiple applications for similar positions. All you would have to do is change the job title and/or position number and/or location on each application.

### Completing The Application On State-Time

The New Hampshire Application for Employment **will not** be completed on "official" state time. The application may be completed using your office computer on your break time and/or lunch period, provided you obtain your supervisor's approval.

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## Important Information About the NHDOT Electronic Application

To ensure your Application for Employment is saved on your own drive or diskette and the confidentiality of your data is protected, please adhere to the following:

1. The electronic application will be located on the NHDOT Intranet (HR Page) and the NH DOT Internet.
2. Save a copy of the electronic application on a floppy disk, your c-drive or j-drive for future use.

## Completing The Employment Application in **Adobe Acrobat Format**


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Move the mouse cursor arrow in field and point and click once; the arrow turns into an "I" bar. This will place the flashing cursor in the text box area where you can begin typing your information.

Use tab key to move from one field to another or you may click in the field you would like to complete.

On page 1 of the application, it asks you to circle up to three counties in which you will accept employment. In this area, type an X.

You **MUST SAVE** your application before e-mailing it to the Human Resources Office otherwise BLANK application will be e-mailed.

To save application, click on the save  icon on your toolbar and save the application on your "J" drive or floppy disc.

## General Instructions on How to Apply for Job Vacancies

The following tips are provided to assist you in correctly completing your application.

- ✓ Obtain information on job vacancies through the DOT Human Resources, District, Bureau offices or NH DOT Intranet. For external postings visit NH Division of Personnel web page @ [www.state.nh.us/das/personnel](http://www.state.nh.us/das/personnel) or call 271-3261.
- ✓ Each vacant position has a Class Specification and Supplemental Job Description describing job duties, including minimum qualifications. You should obtain and refer to these as guides to complete your application.
- ✓ DOT job vacancies are normally posted internally for 14 days (entry-level positions may be posted for five days). Be sure to respond as soon as possible before the closing date listed on the job vacancy announcement.
- ✓ The DOT Human Resources Office in Concord must receive applications and/or resubmissions by 4 p.m. on the closing date. *Late applications **WILL NOT** be accepted!*

### **Completing the Application:**

- ✓ You must submit a separate application, including supporting documentation for each job opening. It is permissible to submit a photocopy of your application. Each application must bear a current date and original signature (*Applicants who submit their applications via fax or e-mail will be required to sign the application prior to the interview*).
- ✓ Do not group jobs even if they were with the same employer. Include all relevant experience whether it was paid or unpaid.
- ✓ Complete the necessary forms: State of New Hampshire Application for Employment, Equal Employment Opportunity Survey (optional) and NHDOT Pre-employment Urinalysis Consent Form (if applicable).
- ✓ Be sure to provide information on each license or certification required by the Class Specification and Supplemental Job Description.
- ✓ Resumes or attachments will not be accepted in lieu of fully completed "Experience - Work History" section of your application. You may attach a resume to supplement your application, but please do not substitute the words "see resume" for any information requested on the application form. If you need more space than allowed, you may attach a sheet of paper or resume.
- ✓ Do not submit pictures and/or letters of recommendation with your application. You may bring supporting documents to an interview.
- ✓ Complete the application thoroughly and in as much detail as possible. Your qualifications for a position are determined by what you include on the application. Nothing will be assumed, and you will not be given credit for any information that is not on the application. Omissions may result in the rejection of the application.
- ✓ Copies of your college transcripts or a diploma **MUST BE SUBMITTED** if the position requires postsecondary education. (*Example*) *If you submit three applications and the positions require secondary education, you will need to send transcripts with all three applications (photocopies are accepted for certification purpose).*

### **Application Processing Procedures:**

- ✓ After the job recruitment closes, your application is processed in the Bureau of Human Resources. Processing procedures include certification and education verification.
- ✓ Once processing procedures have been completed, letters are sent to all applicants who did not meet the minimum requirements.
- ✓ Certified applications are forwarded to the Appointing Authority.
- ✓ The Appointing Authority is responsible for coordinating the selection process, which may include an interview.
- ✓ Interviews may be conducted and a recommendation will be made to the Appointing Authority.
- ✓ The Appointing Authority may choose to do further screening including attendance patterns, performance appraisals and/or direct calls to current supervisors to check work references.
- ✓ The Appointing Authority makes a conditional offer of employment to the successful applicant pending drug test results (if required). All other applicants are notified when the selection is final.

## Things to Remember...

Human Resources Office has two employees who process 150-200 applications a week. Human Resources *will not* search your Personnel file for information needed to complete your application. If you are really interested in the job, please provide all the necessary information.

- ✓ List the correct job title and position number for which you are applying.
- ✓ Copies of your college transcripts or a diploma **MUST BE SUBMITTED** if the position requires postsecondary education.
- ✓ Describe your experience/work history with emphasis on experience pertinent to the position for which you are applying.
- ✓ Include all relevant experience whether it was paid or unpaid.
- ✓ Your job application creates a powerful first impression of you and your qualifications for the job.
- ✓ Read the “minimum qualifications” section of the Class Specification carefully to see whether you have the education, training and/or experience required. Be specific and detailed when providing information regarding your qualifications.
- ✓ Describe your job duties and responsibilities, not just job titles.
- ✓ Ensure all sections have been completed. Provide an actual number for the “hours worked per week” section. Do not put “varies”.
- ✓ This application and supporting documentation will not be returned; therefore, we recommend you keep a copy of your completed application(s), transcripts and any attachments for your records.

To find more information on all other state job vacancies and state class specifications checkout the NH Division of Personnel web page at: [www.state.nh.us/das/personnel](http://www.state.nh.us/das/personnel) or call 271-3261.

## **How To Deliver, Mail or Fax Your Electronic Application**

The DOT Human Resources Office in Concord must receive applications and/or resubmissions by 4 p.m. on the closing date.  
***Late applications WILL NOT be accepted!***

### **In-person**

John O. Morton building, Human Resources Office. Drop your application at the front (reception) desk.

### **Mail**

NH Department of Transportation  
Bureau of Human Resources  
John O. Morton Building  
PO Box 483, 1 Hazen Drive  
Concord, NH. 03302-0483

### **Fax**

(603) 271-8817

*(If you are selected for an interview, you will be required to sign your application prior to the interview)*

### **E-Mail**

E-Mail your application to [jobs@dot.state.nh.us](mailto:jobs@dot.state.nh.us)

*(If you are selected for an interview, you will be required to sign your application prior to the interview)*

If you submit your Employment Application via e-mail, you must submit your transcript or the proof of degree (if required) by fax at 271-8817.

By sending your application via e-mail or fax you agree to the following statement:

“I certify that the information provided in or attached to this application is complete, accurate and up-to-date”.

*(If you are selected for an interview, you will be required to sign your application prior to the interview)*

***NHDOT Human Resources Office cannot be responsible for the failure of delivery of your application in any of the above methods prior to the closing date.***

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If you have comments or questions, you may contact Ninder Singh @ Human Resources Office by telephone (8.30 am - 4:30 pm EST),

Telephone: 1-603-271-6754

E-Mail: [nsingh@dot.state.nh.us](mailto:nsingh@dot.state.nh.us)

Fax: 1-603-271-6580

2001 New Hampshire Department of Transportation - Bureau of Human Resources